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Command Policy

WING INSPECTION TEAM
RECEPTION AND SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-2, *Inspector General – The Inspection System*, AFI 90-201, *Inspector General Activities*, AFI 90-201 AFSPC Supplement 1, *Inspector General Activities*, and 20 AFI 90-1, *Combat Capability Assessment, Assistance Visits and Technical Inspections*. It establishes the responsibilities for coordinating and fulfilling the support needs of a visiting Inspector General (IG) and 20th AF Inspections Teams. It applies to the 341st Space Wing, subordinate units, and units assigned or attached to, or supported by Malmstrom AFB. Records created as result of prescribed processes in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of as indicated in the Records Disposition Schedule available at <https://webrims.amc.af.mil>. Contact your local Functional Area Records Manager for access.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. Some required format changes have been made to allow for the conversion process. Changes include the following. Identification of 20 AFI 90-1 and reorganization of the wing group structure. Listing requirements for the new Space Command Inspection protocols for ERI/ATSO Inspection and their requirements. Requirements For the 20th AF CCA support. A bar (|) indicates a revision from the previous edition.

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1. Objective. The objective of this instruction is to establish the responsibilities and provide guidance for coordinating and fulfilling the support needs of a visiting inspection teams, including space, equipment, supplies, personnel, communications, and security. This instruction makes base-wide taskings to ensure visiting inspection teams are properly greeted and supported for the duration of their visit, to include all logistical and administrative support. This instruction will be used for planning by the 341 SW, Reception and Support Committee, a member of the 341 SW Preparation Task Force. Each tasked agency will have a representative on the Reception and Support Committee.

2. Execution. This instruction will be executed upon initial notification of an actual or simulated arrival of higher headquarters IG team, or as directed by the Commander, 341st Space Wing. When a higher headquarters inspection is conducted on the 819th RED HORSE Squadron (819 RHS), the 819 RHS/CC is responsible for implementing applicable portions of this instruction. Space will be determined by availability of real property as determined by wing command. The 341 SW units will provide support as directed by this instruction.

3. Inspection Support Responsibilities. Each tasked agency (through its committee representative) is responsible for implementing its respective section of this instruction. All organizations tasked to compile information for the inspector will prepare and hold this information and make it available NLT 48 hours prior to team arrival.

3.1. The 341 SW Commander will:

3.1.1. Prepare mission information statement and any additional information that could be relevant to an overview of the wing.

3.1.2. Determine who will greet the inspection team at the aircraft and who will escort each inspector to his or her first appointment.

3.1.3. Upon notification of inspection team arrival, notify the vice commander and proceed to the reception area (as required) to welcome Inspection Team.

3.1.4. Direct each group commander to appoint four airmen to the base baggage team for a period of six months. When directed, they will report to a designated location, as specified by the baggage team NCOIC. The appointment letter will be forwarded to the 341 SVS/CC and include name, office symbol, duty phone, and home phone of each appointee.

3.2. The 341 SW/CV will:

3.2.1. Appoint a Malmstrom AFB project officer (normally 341 SW/XPI), as Chairman of the Reception and Support Committee of the Inspection Preparation Task Force.

3.2.2. Prepare a formal commander's status in-briefing not to exceed the SECRET classification level. The required content is specified in AFI 90-201, AFSPC1 and 20th AFI 90-1.

3.2.3. Ensure transportation and in-briefing arrangements are completed.

3.2.4. Upon notification of inspection team's arrival proceed to reception area (as required) to welcome team.

NOTE: The following people will normally attend the inspection team in-brief: 341 SW/CC/CV, 341 MXG/CC/CD, 341 OG/CC/CD, 341 MSG/CC/CD, 341 MDG/CC/CD, 819 RHS/CC/CD, and squadron

commanders. Also wing staff agency chiefs, command chief master sergeant, chief master sergeants, and the IG project officer.

3.3. Malmstrom AFB project officer will:

3.3.1. Coordinate all actions required by AFI 90-201, 20 AFI 90-1, the appropriate MAJCOM supplement, this instruction and as deemed appropriate by the Commander, 341 SW or inspection team chief.

3.3.2. Report directly to the inspection team coordinator upon arrival. If project officer is not available, a Wing Project NCO will be identified and assume these duties.

3.3.3. Ensure all "Inspection Team" signs are placed as needed within 24 hours prior to team arrival.

3.3.4. Ensure 341 SW/CP contacts all group/CCs and project NCO to advise them of the inspection's team arrival.

3.3.5. Ensure inspection team message is delivered to the 341 SW/CC, and Malmstrom Command Post.

3.3.6. Ensure times for the Inspector General/Fraud, Waste, and Abuse (IG/FWA) conference periods are posted. Times for these conference periods will be placed in the Base Bulletin and High Plains Warrior. The flyers will also be distributed Distribution "F" via email. The Inspection team chief will provide these times.

3.3.7. Ensure Public Affairs (PA) or Protocol (CCP) prepares welcome packages for all inspection team members.

3.3.8. The wing project officer will manage work center furniture requirements.

3.3.9. The 341 SW/XPI will coordinate delivery of inspection team pyrotechnic material to approved licensed explosive site or location directed by IG not later than arrival plus 2 hours.

3.4. The Malmstrom Command Post (341 SW/CP) will:

3.4.1. Upon receipt of an accurate arrival time for the inspection team, notify the following individuals and agencies immediately: (Include estimated or actual time of arrival and parking location.)

3.4.1.1. 341 SW/CC/CV

3.4.1.2. Transportation vehicle dispatch.

3.4.1.3. Central Security Control (CSC), and Missile Security Control (MSC).

3.4.1.4. Wing inspection team project officer

3.4.2. Upon the inspection team arrival provide classified storage location for classified documents and media up to TOP SECRET. CP will notify standby OSKE representative of receipt and coordinate with OSKE representative transfer of material to proper locations.

3.5. The 341 MSS/DPM will provide all information requested to commanders or inspection team project officer and inspection team, as required.

3.6. 341 CS will:

- 3.6.1. Provide a representative to the Reception and Support Committee.
 - 3.6.2. Ensure required equipment is supplied to the inspection team work center NLT 1600 the day prior to arrival.
 - 3.6.3. Arrange for installation of telephones in the work center.
 - 3.6.4. If computers and word processors are used for inspection team typing support, provide and install this equipment at the inspection team work center. Each group will provide three (3) computers to meet this requirement, as outlined in AFI90-201 AFSPCSUP1 I, Table A 11.5 and **Attachment 3** of this instruction.
 - 3.6.5. Provide software training as required for designated administrative assistants.
 - 3.6.6. Provide photo and briefing support IAW inspection team's requirements.
 - 3.6.7. Provide an equipment team NCOIC.
 - 3.6.8. Provide equipment required by the inspection team and have in-place at the team work center when required.
 - 3.6.9. Ensure work center typing support requirements are met. The inspection team office manager upon arrival will provide instructions. A typed list of typing support personnel will be hand carried to the inspection team office manager NLT 1600 on DAY ONE of team arrival.
 - 3.6.10. Ensure copies of the inspection report are sent out via First Class mail, or electronically. Give all remaining hard and electronic copies to 341 SW/XPI for local distribution.
 - 3.6.11. Manage work center preparation, and equipment requirements, and support of the work center as outlined in **Attachment 3**.
 - 3.6.12. Furnish electronic images of wing, group, and squadron shields and logos to inspection team office manager by second day of inspection, if requested.
- 3.7. The inspection team information managers will:
- 3.7.1. Ensure all office supplies and forms required by the inspection team are available.
 - 3.7.2. Ensure work center is clean and all furniture and supplies are neatly arranged.
 - 3.7.3. Report to inspection team office manager immediately upon arrival of the team. Individuals will remain assigned to the inspection team for duration of visit. (Expect overtime and weekend duty)
 - 3.7.4. Provide courier service for classified materials up to SECRET.
- 3.8. Group/Squadrons equipment custodians will:
- 3.8.1. Between 31 Oct and 1 Apr, or as required, prepare for the issue and return of cold weather parkas and bunny pants if requested. Cold weather parkas and bunny pants will be issued on a hand receipt. Items such as: hats, gloves, socks, boots, etc. cannot be issued on a hand receipt because they are non-returnable items after use. These items, if required, must be purchased using organizational funds.
- 3.9. The 341 LRS/CC will:
- 3.9.1. Provide a representative to the Reception and Support Committee.

- 3.9.2. Review AFI 90-201, 20 AFI 90-1, and appropriate MAJCOM supplement as required for vehicle requirements. Contact wing project officer to determine specific types and numbers of vehicles required.
- 3.9.3. Provide one 1 1/2 ton truck with lift and operator (grade of senior airman or below) to the baggage detail NCO upon request. This vehicle will support the baggage detail and the equipment team, if required. After baggage is delivered, vehicle will be returned to vehicle operations and the driver will report to inspection team work center to coordinate transportation duties or problems for the team. Vehicle and driver will assist in returning equipment, if required. (In case of inclement weather, a covered 1 1/2 ton truck without lift will be substituted.)
- 3.9.4. Provide vehicle operators (grade of senior airman or below) to the inspection team administrative office if requested by the inspection team transportation representative.
- 3.9.5. Activate vehicle recall plan if necessary to support inspection or other visiting teams with government vehicles. If rental vehicles are specified, the visiting team must provide the fund cite.
- 3.9.6. During cold or icy weather be prepared to go to inspection team chief quarters to start vehicles and clean windshields of the senior officers' cars. Also, ensure mobile maintenance is standing by in the parking lots on base where team vehicles are parked to help start team vehicles, if needed.
- 3.9.7. Comply with all requests from the inspection team transportation representative.
- 3.10. The 341 SW/SE will:
- 3.10.1. Provide a representative to the Reception and Support Committee.
- 3.10.2. Provide a safety briefing covering seasonal, local, and base driving hazards at the inspection team in-brief.
- 3.10.3. Inspect licensed explosive location used for inspection team exercise munitions to ensure compliance with AFMAN 91-201, Explosives Safety Standards.
- 3.10.4. Notify 341 SW/XPI when licensed explosive location has passed inspection.
- 3.11. The 341 CPTS will provide analysis or manpower support as required, to assist the inspection team in any project requiring analytical techniques and capabilities.
- 3.12. The 341 MSG/CC will:
- 3.12.1. Upon notification of inspection team arrival, notify 341 MSG/CD, 341 CS/SCB, and photographer and proceed to Great Falls International Airport to welcome inspection team.
- 3.12.2. Provide 341 CS/SCB with the name of one airman for the inspection equipment team.
- 3.12.3. Notify 341 SW/PA when changes to the base marquees need to be made.
- 3.13. The 341 CES/CC will:
- 3.13.1. Maintain the following background data on the installation for inclusion in the team in-brief to wing and group commanders, or the inspection team if requested.
- 3.13.1.1. Size of base.
- 3.13.1.2. Main base (On-Base)

3.13.1.3. Missile complex (Off-Base/Leased)

3.13.1.4. Major construction projects underway.

3.13.1.5. Wing's Facility 5 Year Plan, contained in Project by Contract Management System (PCMS).

3.13.2. Provide additional information to wing and group commanders, wing project officers, and visiting inspection team, as required.

3.14. The 341 SVS/CC will:

3.14.1. Provide a representative to the Reception and Support Committee.

3.14.2. Provide all information requested to commanders or wing project officers.

3.14.3. Assign quarters to visiting inspection team personnel in coordination with wing project officer.

3.14.4. Assist inspection team in obtaining suitable off-base housing, as required.

3.14.5. Provide the inspection team work center with a roster of room assignments and phone numbers.

3.14.6. Designate the base baggage team NCOIC.

3.14.6.1. The base baggage team NCOIC will:

3.14.6.2. Upon notification of team arrival, organize baggage team and inspect for AFI 36-2903 compliance. Personnel not meeting standards will be returned to their units and their first sergeants will be notified. Tasked wing or group personnel will replace those detailees not meeting AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, standards.

3.14.6.3. Instruct baggage detailees on proper procedures for moving and handling baggage.

3.14.6.4. Contact vehicle dispatch for required vehicles.

3.15. The 341 MDG/CC will furnish a list of personnel participating in the Pseudofolliculitis Barbae Program, as required, to respective wing, group, and squadron commanders 48 hours prior to inspection team arrival. List rank and full name of each individual by organization and whether he has a shaving waiver or stubble letter. Provide the length of time and number of waivers each individual has been granted. Update the list, as required prior to and during the inspection.

3.16. The 341 MMXS/LGMW will:

3.16.1. Provide all items required for inspection team Disaster Preparedness Exercise support as required by the wing project officer to the team work center or the location designated by the inspection team NLT IG arrival plus 2 hours.

3.16.2. Place one conventional munitions individual on 24-hour call to assist inspection team for the duration of the visit.

3.17. The 341 SFG/CC will:

3.17.1. Provide a representative to the Reception and Support Committee.

3.17.2. Upon notification by 341 SFS/CSC, the 341 SFG/CC, or designated representative will respond to Great Falls International Airport to meet the inspection team aircraft.

3.17.3. The 341 SFG/CC, or designated representative, will be responsible for receipt and authentication of the Entry Authority List (EAL) (IAW [Attachment 2](#)).

3.17.4. The 341 SFS representative on the Reception and Support Committee will prepare a local EAL listing all observers not included on the MAJCOM EAL.

3.17.4.1. Prepare the EAL in accordance with [Attachment 2](#). In situations not covered by the attachment, the 341 SFS/CC will determine the method of preparation.

3.18. The 341 SW/IG will consolidate and prepare all corrective action replies IAW reply instructions in the report.

3.19. The 341 LRS/LGRRP will, as soon as possible after operational readiness inspection (ORI) initiation, provide the inspection team a copy of all deployment simulations with supporting documentation IAW current guidance. Provide all information required within the time specified.

3.20. The 341 SW/CCE will:

3.20.1. Ensure in-briefing slides are current and in good condition. Task groups, as required.

3.20.2. Arrange a dry-run of the 341 SW/CC in-briefing as applicable.

3.20.3. If the inspector requests the data, arrange a dry-run of the 341 CES/CC briefing on the installation's Facility Improvement Program, Long Range Plans, and Five Year Plan.

3.20.4. Obtain a current copy of the Facility Improvement Program from 341 CES/CC.

3.20.5. Take in-briefing to the wing conference room (WCR), as necessary, for the in-brief. If the briefing is classified, ensure security for the WCR is provided.

3.21. The 341 SW/CCP will:

3.21.1. Make all protocol arrangements for all MAJCOM inspector teams and all inspection team colonels to include: quarters, CC welcome letters, marquees, etc.

3.21.2. Configure distinguished visitor (DV) suites and DV parking at Malmstrom lodging for team arrival.

3.21.3. Upon notification of team arrival, prepare wing conference room, Bldg 500, for inspection team in-briefing to include the following: name plates, pencils, note pads, and coffee/pastry. Call building/room to attention as required.

4. ERI/ATSO Specific Support Requirements:

4.1. Units with deployable UTCs collectively will:

4.1.1. Provide 4 tents with power and heat at the training site for NBC, SABC, Weapons evaluations and IG work center. 48 chairs (12 per tent), 16 folding tables (4 per tent), 4 trash cans with liners (1 per tent), 4 Shuffle boxes (1 per tent) and 2 cots (for the SABC tent).

4.2. 341 CES will:

4.2.1. Ensure one each 1:50000 and 1:250000 scale maps used for NBC plotting and reporting are provided. Maps may be duplicates of the NBC Cell maps. Include all markings and predetermined grid coordinates.

4.2.2. Supply three hand held radios for CE net used during the inspection include a charger and extra battery for each radio. Also two hand-held radios for fire department, EOD, and readiness flight nets if CE net is unable to access those nets.

4.2.3. Provide four books M8 Chemical Agent Detector Paper (simulation OK), four rolls M9 Chemical Agent Detector Tape (simulation OK), two M291 Chemical Decontamination kits, 2 M295 Chemical Decontamination Kits, two M256A1 Chemical Detection Kits. Two copies of Unit's Wartime survival guide (if developed), four Unexploded Ordnance (UXO) simulators and UXO damage marking kits for NBC evaluation.

4.2.4. Ensure craters are provided in advance in accordance with AFI 90-201 AFSPC Sup 1 I, Attachment 11, para A11.2.9.

4.3. 341 MDG will:

4.3.1. Provide two each Patient Transportation Litters, two each Self Aid Buddy Care (SABC) training bags, seven sets of Nerve Agent Auto-injector Simulators for SABC evaluations.

4.4. 341 CS will:

4.4.1. Provide 1 pair computer speakers, twelve AFMAN 10-100 Airman's Manuals, one whiteboard easel, one set whiteboard markers

4.5. 341 LRS will:

4.5.1. Provide a gator/mule type vehicle for NBC evaluations. Provide two A3 bags (or equivalent), two flashlights with batteries one box of chemical luminescent light sticks, one roll plastic sheeting 10'x100', two rolls of duct tape for NBC evaluation.

4.5.2. Provide twelve pair of condemned but usable coveralls, flight suits or BDUs for SABC evaluation. Items will be unserviceable upon completion of inspection.

4.5.3. Provide one clearing barrel, two pair of safety goggles, one M9-9mm pistol, and two M16A2- 5.56mm automatic rifles for weapons evaluations.

4.6. 341 SW/XP will:

4.6.1. Make provisions for procurement and storage of exercise munitions IAW AFCAT 21-209, Ground Munitions, for inspectors use during exercise scenarios as required.

NOTE: Above requirements are the minimums per AFSPC to evaluate ATSO/ERI major graded area. Additional equipment requirements for a field training exercise are identified in the 341 SW Marauder Plan.

5. Exit Briefing:

5.1. 341 SW/XPI will:

5.1.1. Ensure accomplishment of the following for the inspection team exit brief.

5.1.2. Two lecterns with surfaces large enough for a three-ring binder, reading lamps and microphones.

5.1.3. Establish a reserved parking area for required vehicles.

5.1.4. Hold personnel in exit brief location until the inspection team chief, wing commander, and distinguished visitors depart area.

5.1.5. Arrange with 341 SW/ATO to clear the facility by use of explosive MWD teams if deemed appropriate IAW 341 SW OPlan 31-1, Anti-Terrorism Force Protection, Wing Security Plan, and Tab J to Annex C to be used for the exit brief and critique 90 minutes prior to start time. (OPR 341 SW/XPI; OCR: 341 SFS)

5.1.6. Ensure all parking signs and other special identification signs are removed, accounted for, and properly secured after the team departs.

5.2. 341 CS will:

5.2.1. Ensure the following additional personnel and equipment are available for the exit brief:

5.2.1.1. Public address system with microphone at a designated location.

5.2.1.2. Provide backup sound system at a designated location.

5.2.1.3. Provide visual and graphics support as needed and public address support at a designated location.

5.2.1.4. Provide communications expertise to troubleshoot and correct malfunctions.

5.2.1.5. Coordinate all photography requirements with the inspection team.

5.2.1.6. Provide additional audio-visual equipment as required by the inspection team to conduct inspection out-brief. Coordinate actions with inspection team. Provide one person knowledgeable of the equipment to troubleshoot and repair equipment, as required during the exit brief.

5.3. 341 SW/CCP will provide the following for the inspection out-brief:

5.3.1. Two glasses of water near the lectern.

5.3.2. An individual to call area to attention upon arrival of wing commander and distinguished visitors.

5.3.3. Reserved seating for senior officers and distinguished officers.

5.4. 341 SFS will:

5.4.1. Coordinate with facility monitor to complete a security sweep for explosives and security safeguards for discussion of classified material of out-brief facility prior to out-brief, if required. Facility monitor provided by services will secure facility upon completion of sweep.

5.5. 341 CES will:

5.5.1. Provide fire protection support for inspection out-brief. Assist inspection team critique officer in submitting any necessary occupancy waiver.

5.5.2. Ensure out-brief facility parking lot is cleared of snow and ice NLT 1 hour prior to out-brief and critique, as required.

5.6. 341 SVS will provide:

5.6.1. Qualified individual to control house lights and operate the sound system when held in the base auditorium.

5.6.2. Assign a facility monitor for inspection team exit brief (and dry run if required). Have individual accomplish the following:

5.6.2.1. Provide personnel to ensure facility security following 341 SFS/SFAI and MWD teams security sweep, if required.

5.6.2.2. Ensure facility is clean, including chairs, aisles, and stage.

5.6.2.3. Ensure adjoining sidewalks and entrances and exits are free and clear of snow and ice (as required), 2 hours prior to the beginning of the exit brief.

5.7. 341 SW/CCE will

5.7.1. Escort IG team to their aircraft following the exit brief/critique.

EVERETT H. THOMAS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ALT—Alternate

ATSO—Ability To Survive and Operate

Bldg—Building

CC—Commander

CCA—Combat Capability Assessment

CCE—Executive Officer

CCP—Protocol

CECORS—Civil Engineering Contracting and Reporting System

CD—Deputy Commander

CP—Command Post

CSC—Central Security Control

CV—Vice Commander

DAPS—Defense Automated Printing Service

DV—Distinguished Visitor

EAL—Entry Authority List

ECP—Entry Control Point

ERI—Expeditionary Readiness Inspections

FSC—Flight Security Controller

FWA—Fraud, Waste, and Abuse

IG—Inspector General

IAW—In Accordance With

KCCC—Keys and Codes Control Center

MAF—Missile Alert Facility

MAJCOM—Major Command

MCC—Missile Combat Crew

MSC—Missile Security Control

NBC—Nuclear, Biological, and Chemical

NCO—Noncommissioned Officer

NLT—Not Later Than

OPR—Office of Primary Responsibility

ORI—Operational Readiness Inspection

POV—Privately Owned Vehicle

SABC—Self Aid and Buddy Care

SF—Security Forces

SRCC—Supply Readiness Control Center

SVS—Services

SW—Space Wing

XPI—Plans and Inspections office

Attachment 2

ENTRY AUTHORITY LIST (EAL) PREPARATION, AUTHENTICATION, AND PROCESSING INSTRUCTIONS

A2.1. EAL Preparation:

A2.1.1. Upon arrival of the inspection team, the team chief presents an original EAL to the receiving official. This will normally be the installation commander, his designated representative, or the senior command post controller on duty. The inspection team chief verbally certifies to the receiving official that the EAL is administratively correct and the team chief knows the team members. The receiving official requests three (3) original EALs from the inspection team chief. The EALs are then verified, authenticated, and distributed. Distribution of the originals is as follows: 341 SW/CP, CSC, and MSC.

A2.2. Security Forces Authentication. Authentication by a security supervisor (SSgt or above) is required on each page of each copy of the EAL. Original security force signatures are required on EALs posted at the Malmstrom Command Post entry control point (ECP), alternate Malmstrom Command Post ECP, Weapons Storage Area (WSA) ECP, Keys and Codes Control Center (KCCC), and MSC/CSC. Other areas requiring originally signed EALs will be determined by the 341 SFS/CC. (**NOTE:** Authentication of EALs should be coordinated prior to the visiting team's arrival.)

A2.3. Reproduction. The 341 SFS will ensure the EAL is reproduced for initial distribution, as required. This should be accomplished on any available copier.

A2.4. Additions and Deletions:

A2.4.1. Pen and ink additions are not authorized. When an addition is required, an additions page will be accomplished and authenticated as required in paragraphs [A2.1.](#) and [A2.2.](#), then it will be posted as the last page of the EAL.

A2.4.2. Pen and ink deletions are authorized through written notification. The Malmstrom Command Post will notify MSC of any deletions and MSC can make telephone notification for deletions to an EAL. The written request will be authenticated by a security police supervisor and delivered to all posts, agencies and units who maintain EALs.

A2.4.3. Ensure EALs requiring original signatures, as determined by paragraph [A2.2.](#) above, also receive changes with original signatures.

Table A2.1. EAL Distribution.

# COPIES	AGENCY OR POST	TYPE OF SF AUTHENTICATION
2	Central Security Control (CSC), Missile Security Control (MSC), Bldg. 500	Original (MSC)
1	LE Desk (Alt CSC)	Copy
3	341 SW WSA ECP	Original
1	Malmstrom Command Post ECP, Bldg. 500	Original

# COPIES	AGENCY OR POST	TYPE OF SF AUTHENTICATION
1	ALT Malmstrom Command Post ECP, if activated. (NOTE: If not activated send an extra copy to the Malmstrom Command Post ECP.)	Copy
2	KCCC, Bldg. 1439	Original
	Missile Alert Facilities: Copies required by the MAFs will be telefaxed by KCCC. Coordinate with squadron security supervisors. (FSC and MCC at each MAF need copies.)	Original
2	341 MMXS/MXMWC, Bldg. 1835, ext. 6113	Original
1	341 LRS, Deployment Control Center, Bldg 3080	Copy
1	341 LRS, Transportation Control Center, Bldg. 3080	Copy
1	341 CES, Orderly Room, during duty hours, or the Fire Department, Bldg. 349, after duty hours	Copy
1	341 CS, Communications Job Control, Bldg. 1082	Copy
1	Armory, Bldg. 500	Copy
1	341 SW/XP, Bldg. 500, Rm. 242	Copy
1	341 OSS/OSKC, Bldg. 780	Copy
1	341 OSS/OSKE Bldg. 500, Rm. 250	Copy
1	341 OSS/OSO, Bldg. 500, Rm. 244	Copy
6	341 MXG/CC, Bldg. 500, Rm. 148	Copy
2	341 OG/CC, Bldg. 500, Rm.	Copy
	Any remaining copies will be returned to CSC	
TOTAL: 28	NOTES:	N/A
Note 1:	Missile squadron security supervisors will coordinate with MSC for the pick-up and delivery of EALs and accomplish distribution to each squadron MAF either by telefax, or runner, if the telefax is not operational.	
Note 2:	In the event authenticated EALs have not been dispatched to the missile complex, pass all dispatch information from the KCCC copy of the authenticated EAL to the flight security controllers in the complex, as requested.	

Attachment 3

WORK CENTER SUPPORT REQUIREMENTS

Table A3.1. Work Center Support Requirements.

A.	Primary IG Work Center	Amount Required		
		NSI/ORI	CCA	
1.	Work Center – Provide an IG work center configured to provide a main work area large enough to accommodate meetings for the entire team. The work center should be able to accommodate classified discussions at the SECRET level. Include work areas and a area to conduct meetings	1	1	
2.	Private collocated offices for IG leadership (IG/IGI)	2	N/A	
3.	Work Center keys	4	4	
4.	Telephone with on/off/DSN dialing capability books	6	7	
5.	Local/base phone book	6	4	
6.	Telephone jacks for laptop connection	6	2	
7.	Computers. Provide at least Pentium 1.2 MHz with CD-ROM drive, Windows / 2000®, Microsoft Office Professional®, IMT Viewer, Form Flow, anti-virus software, and surge suppressers. All computers must be connected to a printer and must be connected to the NIPRNET.	12	6	
8.	Provide network account/login procedures for computers and organization mail box for IG (e.g., afspc.ig@base.af.mil)	1	1	
9.	Shared Network Drive. Provide networked shared drive for all work center computers. Provide at least 500MB storage space with IG access only.	1	1	
10.	Color Laser printer with supply of toner cartridges	1	1	
11.	Duplex Laser printers Network (minimum speed 15 ppm) w/supply of paper	3	1	
12.	Stand-alone duplex laser printer (minimum speed 35 ppm) w/printer cable and print driver software	2	2	
13.	Fax machine	1	1	
14.	Copy machine (w/paper; duplex and sort capability)	1	1	
15.	Shredding machine (w/maintenance materials)	1	1	
16.	Electric power strip for laptops	10	10	
17.	Dry erase board (with markers and erasers)	1	1	
18.	Waste baskets (w/extra bags)	7	6	

19.	Message Board	1	1	
20.	Coffee pot (NSI/ORI - 30 cup/@GSU - 10 cup)	1	1	
21.	Refrigerator, at least 8 cubic feet capacity	1	1	
22.	GSA approved 2-drawer safe (with combination and instructions)	1	N/A	
23.	Cell phones	7	N/A	
24.	Bond paper (box, copier and printer uses)	3	1	
25.	Diskettes (box of 10, 3-1/2 inch; high density, double density)	10	3	
26.	Blue pocket folders (box of 10)	3	1	
27.	Steno pads	10	12	
28.	Post It note pads (various sizes)	10	10	
29.	In/Out boxes	10	2	
30.	Paper cutter	1	1	
31.	2-hole punch	3	1	
32.	3-hole punch	3	1	
33.	Staplers	10	4	
34.	Heavy duty stapler (w/staples)	2	1	
35.	Staple remover	6	4	
36.	Scissors	3	2	
37.	Pencils (#2, box)	3	2	
38.	Pencil sharpener (electric, if possible)	2	1	
39.	Pens (black, fine-tip, box)	3	1	
40.	Highlighters (yellow, box)	2	1	
41.	Markers (black, wide tip, box)	1	N/A	
42.	Nylon reinforced tape (roll)	1	N/A	
43.	Scotch Tape with dispensers	6	3	
44.	Duct Tape (roll)	1	N/A	
45.	Paper clips (box)	6	1	
46.	Bull/alligator clips (each size, box)	2	N/A	
47.	Map tacks (box)	1	N/A	
48.	Kimwipes (box)	2	1	
49.	3 ring binders (1-in)	10	3	
50.	Microwave	1	1	
51.	Dictionary	1	1	
52.	Thesaurus	1	1	

53.	Wall map of base (w/bldg #s.) to be posted at the work center	1	N/A	
54.	Listing of all local off-limits establishments	1	1	
B.	PRP work area (NSI only)			
1.	Work area located in the Medical Facility large enough to accommodate 6 people to review PRP records.	1	N/A	
2.	Base phone	1	N/A	
C.	OPS work area			
1.	Work area to accommodate 6 people to review OPS records located near Operations area.	1	N/A	
2.	Base phone	1	N/A	
3.	Copier	1	N/A	
D.	SIM Switch area			
1.	Provide, in the IG work center, a private work area for use as the Simulation Switch Center.	1	N/A	
2.	Work desk	1	N/A	
3.	Chairs	3	N/A	
4.	Telephones with separate lines/numbers with automatic transfer capability (1 phone will be a secure telephone)	3	N/A	
5.	Computer (same capabilities as listed above)	1	N/A	
6.	Stand alone laser printer	1	N/A	
7.	Capability to mount one VHF antenna (supplied by IG), communications/CE support to mount antenna	1	N/A	
8.	Sim Switch support trusted agents – personnel used for assistance during the operation. Personnel will be expected to work shift and should plan on being used during entire inspection period	3	N/A	
E.	Out Brief (see para A11.2.5) Additional requirements:			
1.	Podiums with reading lights and microphones	2	2	
2.	Hand-held microphone	1	1	
3.	Audio systems support to amplify podium microphones	1	1	
4.	8 foot long folding tables	2	2	
5.	Folding chairs	5	5	

6.	Reserved seating for IG personnel	15	15	
7.	Reserved parking spots for IG leadership	5	5	
8.	Communications support trusted agent personnel	1	1	
9.	Visual Information support trusted agent personnel	1	1	

Attachment 4

ERI/ATSO UPON ARRIVAL SUPPORT REQUIREMENTS

Table A4.1. ERI /ATSO Upon Arrival Support Requirements.

REQUIREMENT The following requirements will be available at the exercise deployed location.	QTY	U/I	PURPOSE
Tents with appropriate power and heating	4	EA	NBC, SABC, Weapons, IG
Chairs (12 per tent)	48	EA	NBC, SABC, Weapons, IG
Tables, Folding (4 per tent)	16	EA	NBC, SABC, Weapons, IG
Trash can with liners (1 per tent)	4	EA	NBC, SABC, Weapons, IG
1:50000 and the 1:250000 scale maps used for NBC plotting and reporting. Maps will be duplicates (include all markings and predetermined grid coordinates) of the NBC Cell maps.	1	EA	NBC
Unit's wartime survival guide/pamphlet (if developed).	2	EA	NBC
Three hand-held radios for CE net used during the inspection, include a charger and extra battery for each radio. Also, two hand-held radios for fire department, EOD, and Readiness Flight nets if CE net is unable to access those nets.	3	EA	NBC
Chemical Agent Detector Paper, M8 (Simulated OK)	4	BK	NBC
Chemical Agent Detector Tape, M9 (Simulated OK)	4	ROLL	NBC
Chemical Decon Kit, M291	2	KIT	NBC
Chemical Decon Kit, M295	2	KIT	NBC
Chemical Detection Kit, M256A1	2	KIT	NBC
Shuffle boxes (1 per tent)	4	EA	NBC
Simulators, Unexploded Ordnance	4	EA	NBC
Computer Speakers	1	PR	NBC
Gator/Mule vehicle	1	EA	NBC
AFMAN 10-100, <i>Airman's Manual</i>	12	EA	NBC
Bag, A3 (or equivalent)	2	EA	NBC
Easels, Whiteboard	1	EA	NBC

REQUIREMENT The following requirements will be available at the exercise deployed location.	QTY	U/I	PURPOSE
Flashlights w/batteries	2	EA	NBC
Light Sticks, Chemical Luminescent	1	BX	NBC
Markers, Whiteboard	1	SETS	NBC
Sheeting, Plastic 10'x100'	1	ROLL	NBC
UXO/Damage Marking Supplies	2	KIT	NBC
Duct Tape	2	ROLL	NBC
Condemned but usable coveralls, flight suits and BDUs. If serviceable clothing is used, it will be unserviceable upon completion of the inspection.	12	EA	SABC
Litter, Patient Transportation	2	EA	SABC
Cots	2	EA	SABC
Self-Aid Buddy Care Training Bag	2	EA	SABC
Simulators, Nerve Agent Auto injectors	7	SETS	SABC
Clearing Barrel	1	EA	WEAPONS
Safety goggles	2	PR	WEAPONS
Pistol, 9mm Semi auto M9	1	EA	WEAPONS
Rifle, 5.56mm Automatic M16A2	2	EA	WEAPONS
Exercise munitions IAW AFCAT 21-209, <i>Ground Munitions.</i>			As Required
Craters (See AFSPC AFI 90-201 para A11.2.9.)			
<i>NOTE:</i>			
1. This is the minimum list per AFSPC to evaluate the ATSO ERI major graded area. Requirements may exceed those listed above for a field exercise. Additional equipment requirements for a field exercise will be identified in the 341 st SW Marauder plan.			